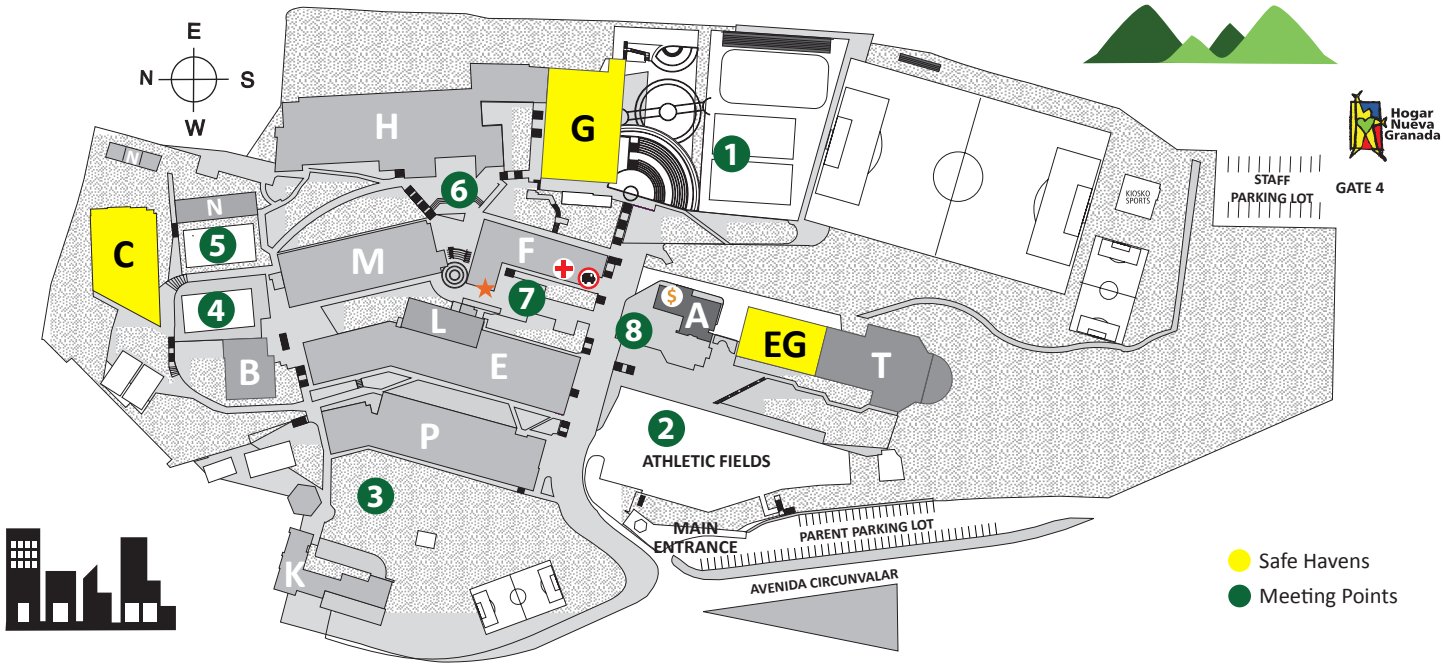


EMERGENCY REACTION PLAN CNG



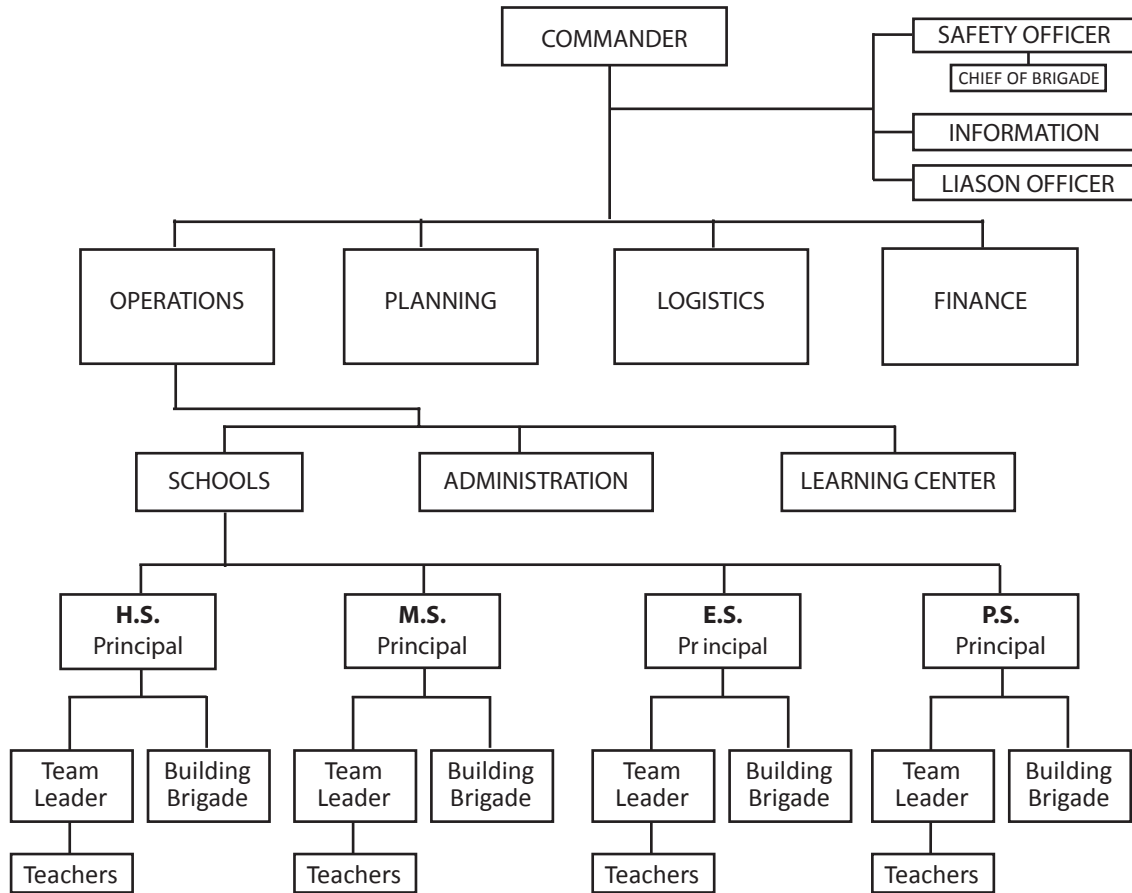
Updated: September 2011 - 2012

- Safe Havens
- Meeting Points

- | | | | | |
|--|---|--|---|---|
| <p>A Administrative Offices
\$ Cashier</p> <p>B IMC (PS & ES Libraries)</p> <p>C CNG Diner
(Student Cafeteria)</p> <p>E Elementary School Building</p> <p>+ Infirmary</p> | <p>EG Elementary School Gym</p> <p>G HS Gym</p> <p>H High School Building</p> <p>K Kinder 4</p> <p>L Learning Center</p> <p>+ Transportation Office</p> | <p>M Middle School Building</p> <p>F Middle School F Building</p> <p>N Middle School North Building</p> <p>P Primary School Building</p> <p>T Theater</p> <p>★ Bookstore (Uniforms & Supplies)</p> | <p>1 High School Gym Sports Plaza</p> <p>2 Elementary School Playing Fields</p> <p>3 Primary School Playground</p> <p>4 Diner Basketball Courts</p> | <p>5 N Building Basketball Courts</p> <p>6 High School Patio</p> <p>7 Flag Patio</p> <p>8 Administration Building Patio</p> |
|--|---|--|---|---|

Meeting Points

INCIDENT COMMAND SYSTEM



Updated: September 2011

TYPE OF INCIDENT



REACTION



RESPONSE PLAN IMMEDIATE THREAT OF INJURY OR DEATH

MEDICAL EMERGENCY IN CLASSROOM

- Assess seriousness of injury and call the Principal's Office immediately so they call the Nurse's office.
- Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma. Teachers should assure that all possible actions are being taken to care for the injured or ill person and to protect others.
 - The Principal's assistant should call the Nurse
 - The school nurse will take care of any accidents or illnesses.
 - The infirmary will follow their protocols.

TRANSPORTING INJURED OR SICK STUDENTS/EMPLOYEES

- In a situation where the parent or alternate adult cannot pickup a student at school, or if the parent or alternate adult cannot be reached and medical care is required, the following actions may be taken:
 - The nurse or designee is to accompany the student in an ambulance.
 - The nurse or designee may transport the student to the hospital. If the parent is not available, the nurse will determine if the student remains in the school infirmary until transportation is available. Continued efforts to reach the parent/guardian should be carried out.
 - Transportation of injured in personal automobiles should only be done for serious, health-related reasons and if no other solution is available and time is crucial.

Updated: September 2011

Medical Emergency in Classroom

CALL NURSE

AFTER NOTIFICATION OF A SUSPECTED BIOLOGICAL/CHEMICAL INCIDENT, THE FOLLOWING STEPS AND ACTIONS ARE INITIATED IMMEDIATELY TO REDUCE THE RISK OF BODILY HARM:

RESPONSE PLAN IN DEALING WITH THE BIOLOGICAL OR CHEMICAL INCIDENT

- Follow the Secured Room procedure as instructed by the Director.
- Upon receiving the “secured room” order, all students and staff, who are involved in outdoor activities return to their designated room or office.
 - Initially all students and staff are kept in their designated room until the Director, assesses the situation and advises the best course of action such as moving to a particular on-site or off-site safe haven.
 - When students, staff, or other individuals in the building need emergency medical attention, the Principal or Deputy will notify the First Aid Brigade.
 - As the incident progresses and further analyses are made, information is channeled to the Principal or Deputy and instructions are given to the Teachers.
 - Once released, students and staff do not return to the School until the Director orders it.

**CLASSROOM TEACHER MUST INFORM PRINCIPAL
OF FIRE VIA DE PA SYSTEM.**

**PRINCIPAL ACTIVATES ALARM AND DEFINES
EVACUATION PROCEDURE.**

CLASSROOM TEACHER MUST:

- Interrupt all activities at once.
- Be calm and instruct students to remain calm.
- Inform the students clearly and calmly about the instructions they must follow.
- Inform the Principal, Deputy or Brigade Staff of any injured person as soon as conditions allow it.
- In the event evacuation is necessary take the classroom list, cellular phone and emergency cards.
- Direct the evacuation of students to MEETING POINT following the designed emergency route and use common sense to direct students to safest meeting point.
- Students must NEVER be left alone without adult supervision.
- After everyone is safely out of the building, the fire brigade will determine whether there is an actual fire.
- If any students or staff members are seriously injured, the emergency procedures for injury go into effect.
- Teachers must wait for instructions to either return to the classroom or continue to STEP 2, evacuation to safe havens.

RESPONSE PLAN IN CASE OF FIRE OR EXPLOSION

**GENERAL FIRE SAFETY PROCEDURES SHOULD BE
FOLLOWED INCLUDING:**

- A fire larger than one in a wastepaper basket should be left to the Fire Brigade. Staff members should not try to fight larger fires unless they have special training.
- Remind staff and students not to run if their clothing catches fire as it fans and spreads the fire more rapidly. Should someone catch on fire, they should stop, drop and roll. Rolling in a coat, blanket or on the floor will help to smother the flames.
- When planning to enter a closed room in a burning building, the door should first be felt with the palm of the hand. If it is hot, it should not be opened.
- After the fire has been extinguished, the Director must determine if it is safe to return to the building. If not, the students must be evacuated following the evacuation procedures and wait for instructions.

RESPONSE PLAN IN CASE OF BOMB THREAT, BOMB OR SUSPICIOUS DEVICE

RECIPIENT OF THE THREAT:

ALL THREATS HAVE TO BE CONSIDERED REAL.

**IF A BOMB THREAT IS RECEIVED BY PHONE, THE
INDIVIDUAL RECEIVING THE CALL SHOULD:**

- Stay calm
- Listen carefully
- Remain polite without exhibiting a fear reaction
- Begin documenting the call.
- Try to get another staff person to let the principal/director/designee know what is happening with this phone call.
- Once the caller has disconnected the line, the Director should be notified. It is imperative to keep the call confidential to avoid residual inappropriate responses and panic actions.
- The Director will decide if the ICS needs to be activated.

TEACHER OR SUPERVISING ADULT

- Follow Principal's instructions for appropriate emergency procedure.
- Minimize movement in halls and classrooms to a minimum.

BOMB OR SUSPICIOUS DEVICE\ TEACHER OR SUPERVISING ADULT:

- Do not touch or approach a bomb or suspicious device.
- Do not use of Walkie-Talkies, two-way radios, cellular phones, the PA System or pagers as it could trigger a sensor of the bomb.
- Notify school's office immediately

- Get students out to nearest meeting point and wait for directions from the Principal or Deputy and follow instructions for appropriate emergency procedure.

IN CASE EVACUATION IS ORDERED:

- The evacuation will be ordered by the Principal with a megaphone. The evacuation WILL NOT be activated with any alarm, Walkie-Talkie, two-way radio, cellular phone or pager as it could trigger a sensor of the bomb.
- Avoid causing vibrations since

they can detonate some devices. Open windows, if possible.

- Do not use any electrical switches since this could be a potential bomb detonation device.
- Director will determine if students should be taken to off-campus havens and will order the appropriate transportation steps.

RESPONSE PLAN IN CASE OF FLOODS, LANDSLIDES, MUDSLIDES, INTENSE STORMS

THUNDERSTORMS

RECOMMENDATIONS:

- Lightning often strikes without heavy rain and may occur as far as 15 kilometers away from any rainfall. You are in danger from lightning if you can hear thunder.
- Lightning can strike without heavy rain. Cancel or postpone outdoor activities if thunderstorms are likely.
- If you see or hear a thunderstorm coming, go inside the building. Practice the “crouch down” position. Show children how to practice squatting low to the ground to be the smallest target possible for lightning in case they get caught outside in a thunderstorm. Show them how to place their hands on their knees and lower their head, crouching on the balls of their feet. Stay away from tall things like trees, towers, fences, telephone lines, or power lines, which attract lightning.
- Never stand underneath a single large tree out in the open, because lightning usually strikes the highest point in an area. Stay away from metal things that lightning may strike, such as umbrellas, baseball bats and fences.
- Lightning is attracted to metal and poles or rods. Water is an excellent conductor of electricity. When lightning strikes nearby, the electrical charge can travel through the water. Turn off electrical machinery, and stay off the phone until the storm is over. Lightning can cause electric appliances to become dangerous during a thunderstorm. Stay away from running water. Electricity from lightning has been known to come inside through plumbing.

RESPONSE DEALING WITH A THUNDERSTORM

- If water starts coming into classroom/ office: call building office assistant who will advise General Services.
- Unplug all electrical appliances.
- Move furniture away from water.
- Move students to safe area within classroom or building.
- In the event of a very heavy rainfall at release time, the school can decide to delay bus runs until it is safer for students to leave the school. A cellular text message will be sent informing parents of the bus route delay.

FLOODS

- Stay away from flooded areas. Never try to walk, swim, drive, or play in flood water.
- If power is lost, turn off major appliances to reduce the power “surge” when electricity is restored.
- If you are in areas susceptible to landslides and debris flows, the Director will consider evacuating the school with local authority’s advice and if time allows, otherwise relocate students.
- The Director or designee will notify Principals if early dismissal is required or if conditions require students to remain in school.
- If the decision is to remain in school, teachers and students will be directed to the On-campus Safe Havens.
- Throw away all food that has come into contact with flood waters.

Updated: September 2011

IF THE ALARM IS ACTIVATED OR IF YOU SEE OR FEEL SIGNS OF AN EARTHQUAKE (THE GROUND SHAKING HANGING OBJECTS SWAYING, OBJECTS WOBBLING ON SHELVES) FOLLOW THESE INSTRUCTIONS:

RESPONSE PLAN IN CASE OF EARTHQUAKE

INDOORS

Take cover under desks, tables (hold on to legs of tables when possible), doorways or other heavy furniture; choose to take cover near interior walls, leave doors open.

- Shield head with hands and elbows, shield eyes with arms, move away from windows, shelves, heavy objects, suspended objects, light fixtures and furniture that may fall.
- When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion. (Follow evacuation procedures).

HALL, STAIRWAY, GYMNASIUM OR OTHER AREA WHERE NO COVER IS AVAILABLE

- Move to an interior wall.
- Turn away from windows, kneel alongside the wall, bend head close to knees, and clasp hands firmly behind neck, cover the sides of your head with your elbows, with your back to the wall.
- When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion. (Follow evacuation procedures).

LIBRARY

- Move away from windows and shelves and take cover under a desk or table.
- Shield head with hands and elbows, shield eyes with arms, move away from windows, shelves, heavy objects, suspended objects, light fixtures and furniture that may fall.
- When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion. (Follow evacuation procedures).

LABORATORY OR KITCHEN

- Turn off all burners and gas pipes (if possible) before taking cover.
- Stay clear of hot food, oil or hazardous chemicals or foods that may spill.
- When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion. (Follow evacuation procedures).

OUTDOORS

- Move to an open space, away from buildings and overhead power lines.
- Lie down or crouch low to the ground because your legs will not be steady.
- Be aware of surrounding dangers that may demand sudden movement to another area of safety.

IF TRAPPED UNDER DEBRIS

- Do not light matches
- Do not move about or kick up dust
- Cover you mouth with a handkerchief or clothing
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if available.
- Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

EVACUATION AT END OF EARTHQUAKE

After the earthquake, evacuate building using stairs. Follow same procedures for evacuation. Be aware of aftershocks and falling debris.

- Stoves or furnaces should not be used until it has been declared safe to do so by the local authorities. Inform students NOT to touch any fallen electrical wires outside.
- Do not smoke or light a match or torch during or after an earthquake.

Updated: September 2011

LOCKDOWN PROCEDURE

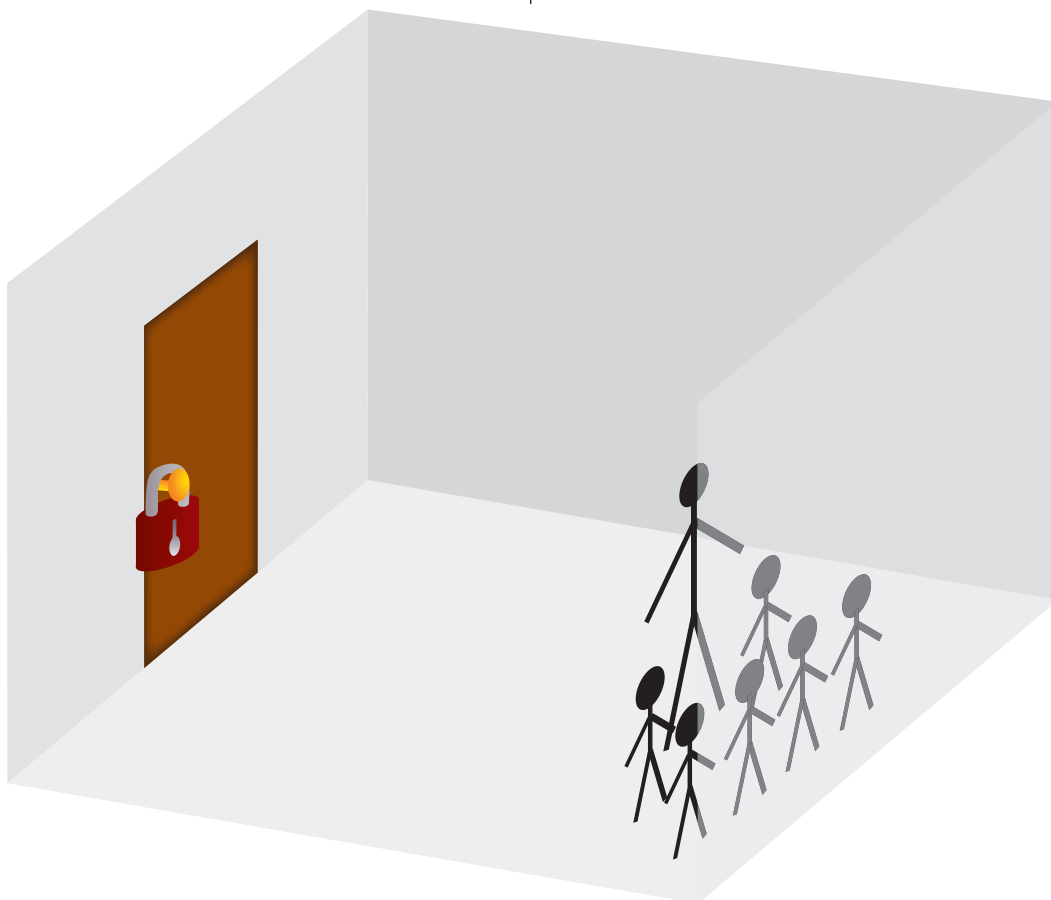
The school will employ a Lockdown Procedure in the event that we need to protect our students in a safe and closed environment. In general, lockdown situations occur for intruder alerts or bomb threats.

The warning signal for a lockdown situation will be provided through the use of air horns like the ones used in sports events or boating. These air horns will be available at all school entry locations, in all building offices, and at supervisory locations designated throughout the campus. The air horns would only be used by the administration or brigade personnel to signal an emergency requiring everyone to move immediately into a classroom. In the event of an actual Emergency Lockdown, upon safe entry into a classroom or office areas, everyone must stay away from windows in a lockdown mode until an administrator or a brigade member personally comes to the classroom or office area to inform you that the emergency situation has ended.

Please note that air horn signals override any other type of alarm, including a fire alarm. After receiving a warning signal by air horn, only respond to "all clear" communications that are given to you face communication by administrator or a brigade member (in drill situations, you may respond to an intercom announcement for all clear)

When you hear the air horn signal:

1. Check the hallway or playground area and instruct all children and school personnel in the area immediately enter the nearest classroom or office.
2. Lock the door.
3. Move all the students into the corner of the room that ensures the least amount of exposure to the windows and door.
4. Wait patiently and quietly
5. During a lockdown drill, building principals, emergency personnel and security guards will verify to check that all doors are locked.
6. Once we have checked all doors, an administrator or a security guard will come to your room announcing the following: "All clear, prepare for a routine Fire Drill."
7. The Fire alarm will be triggered and standard fire drill procedures should be followed.



EVACUATION PROCEDURES

Step 1

1. Director or Deputy activates PA SYSTEM alarm and defines evacuation procedure.

2. Principal and Deputy must take the radio to the assigned Meeting Point.

RULES FOR EVACUATING THE CLASSROOM:

Once the alarm is activated, or the classroom teacher has identified the incident/emergency they will:

- Interrupt all activities at once
- Be calm and instruct students to remain calm.
- Inform the students clearly and calmly about the instructions they must follow.
- Inform the Principal, Deputy or Brigade Staff of any injured person as soon as conditions allow it.
- Take the classroom list, cellular phone and emergency cards.
- Direct the evacuation of students to MEETING POINT following the designed emergency route and use common sense to direct students to safest meeting point.
- Students must NEVER be left alone without adult supervision.

RULES TO FOLLOW AT MEETING POINT TAKE ROLL AS SOON AS CONDITIONS ALLOW IT.

- Take roll as soon as conditions allow it.
- Report missing students to the Principal, Deputy or Brigade Staff in charge of the MEETING POINT, and wait for instructions.
- Assess physical condition of students. As soon as conditions allow, any person requiring first aid should receive it from the First Aid Brigade or trained staff.
- Keep order
- Dispel rumor
- Remain with the students until instructed otherwise.
- Wait for the order given by the Prin-

cipal, Deputy or Brigade Staff before returning to the building.

- The order can be:
 1. Return to Classroom
 2. Proceed to step 2: Evacuation to High School Courts

Step 2 is activated as follows:

After completing **Step 1**, either of the following instructions will be given:

- All Principals and Deputies order teachers to direct students to Upper Sport Courts by the High School Gym.
- All school should be gathered in the Upper Sports Courts by the High School Gym according to the Step 2 evacuation zone map.
- The Director will instruct all principals as to the instructions to follow which can be:
 1. Remain in school and move to On Campus Safe Havens.
 2. Leave school to Off campus safe haven.
 3. Leave school to go home.

Step 3 is activated as follows:

INSTRUCTIONS TO FOLLOW WHEN EVACUATING STUDENTS HOME

1. All monitors and drivers should line up in the football field with their bus number.
2. Children will be sent to the corresponding line of their bus
3. Those students who do not use the CNG transportation services on a regular basis, in case of an evacuation procedure, will be sent home on a bus. A CNG cellular text message will be sent out to parents informing them of this.

SAFE HAVENS

On campus, In door Safe Havens:

Secured Room – Protects students and staff from a threat inside the building

when it is more dangerous to leave the building. The instruction is given by the Principal or Deputy to stay in a secure room. (Classroom/ office/ gym/ cafeteria/multipurpose room/EVL/Kiosk/IMC)

The following instructions must be followed by the teacher or supervising adult:

- Lock classroom doors and windows and pull shades if possible.
- Keep students away from doors and windows.
- If a gunshot or an explosion is heard, instruct everyone to lie on the floor.

If you have an emergency in your room: contact the school office immediately using the PA System informing the nature of the emergency. Remain in the secured room until notified by the Principal or Deputy to release the class.

Area-based Havens: The ICS assigns on-campus, indoor, area-based safe havens depending on the nature of the emergency. These havens are for longer-term use. They each have emergency supplies for up to three days and they have access to water and bathrooms.

These safe havens have been assigned by schools:

- High school Gym
- Elementary Gym
- Student Cafeteria

The students should be directed to Area-based safe havens as follows:

- H.S. Gym: PS and ES
- E.S. Gym: MS
- Student Cafeteria: HS

Off-campus Safe Havens: When evacuation needs to be as fast as possible students are evacuated to the southern lot behind Colegio Nueva Granada. At this point, the ICS will evaluate if students and staff will be allowed to return to campus or go home.